



# BEST PRACTICES AND QUALITATIVE LIBRARY SERVICES FOR COLLEGE - LIBRARIES

By

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## Abstract:

Enumeration of best practices carried out in libraries for example Digital Library, E- Zone, N-LIST, M-OPAC, OPAC, Free Library Service to Senior Citizens, BRAIN Activity, Institutional Repository, Collaboration with other Libraries, Library Blog, Feedback On Library, Feedback On Books, MOOCs, Wall Magazines, Computerized Selective Dissemination of Information SDI Service, Current Awareness Service : CAS, Journals, Reprography, Reference Service, Reading Room, Display Screen ,Issue – Return ,Record Keeping, Library Orientation, Inter Library Loan Facility 30 New Arrivals Display, Best Reader award, M-OPAC Training Program, NET-SET Training Center, Library & Information Science PG Teaching Department.

## Keywords:

Best Practices, N-LIST, MOPAC, MOOC, CAS, SDI, BRAIN Activity, Reference Service

Functioning of Academic Libraries today is highly influenced by Information communication technology. The development of ICT has changed user's expectations. The ways to build collection and service providing vary from the recent past practices. These days it becomes necessary to adopt good practices and benchmarks to meet the end user demands effectively. Thus preparing guidelines in a standardized way based on the best practices employed by libraries is significant that ultimately enhance the value based services of academic libraries. The National Accreditation and Assessment Council strive for quality and excellence in higher education and advocates for enhancing the role of Library and Information Services in improving academic environment. With institutional assessment the assessment of library, a vital sub unit is a key step that integrates itself with overall evaluation. Library is a fulcrum of support for the entire range of academic activities on an educational campus. Library as a learning resource is taking up increasingly more academic space and time in the life of a learner. NAAC has decided to identify the set of best practices in Library & Information services. This is a good initiative in promoting the libraries in identifying and sharing best practices that can be adopted in Indian academic environment. Best practices may be innovative and be a philosophy, policy, strategy, program, process or practice that solves a problem

or create new opportunities and positively impact on organizations. Institutional excellence is the aggregate of the best practices followed in different areas of institutional activities. It became a trend of the use of technology and innovative ideas to evolve best practices in library and information Science.

The documentation on the best practices followed in the selected libraries will initiate other libraries to opt for the ideal way of managing the libraries and services of academic institutions. The academic libraries need to orient to the highly qualitative information collection and services. The current networked environment enables the libraries to outreach any users at remote locations. Thus the libraries need to be dynamic and extend their services beyond the traditional once confined to book and other print collections

Further we mention best practices for college libraries as well as for University or an autonomous College Libraries.

Best practices for college Libraries:

- 1) Computerization of library with standard digital software.
- 2) Inclusion of sufficient information about library in college prospectus.
- 3) Compiling student /teacher attendance statistics and locating the same on notice board.
- 4) Carrier/Employment Information/Service.
- 5) Internet facilities to different user groups.
- 6) Information literacy programs.
- 7) Suggestion box and timely response.
- 8) Displaying new arrivals & circulating a list of those to academic departments.
- 9) Conducting book exhibitions on different occasions.
- 10) Organizing book talks.
- 11) Instituting annual best user award for students.
- 12) Organizing competitions annually.
- 13) Conducting user survey periodically.

Further best practices for University/Autonomous College Libraries are mentioned:

- 1) Library brochure/diaries/Information Packs.
- 2) Central Reference Library for the use of constituent & affiliated Colleges.
- 3) A feedback from stakeholders through scientifically designed & analyzed questionnaire at least twice.
- 4) Compiling & displaying of student/teacher attendance statistics on notice boards of libraries as well as in the departments.
- 5) Communication of current awareness to different user groups.
- 6) Information Literacy programs.
- 7) Beginning of the academic year with general presentations periodically for need based groups.
- 8) Teaching library programs
- 9) Creation of digital Repositories
- 10) Article Repositories.
- 11) Publication Repositories.
- 12) Question paper Repositories.
- 13) Course ware Repositories.
- 14) Displaying new arrivals of books/journals & circulating a list to different documents that use the Library.
- 15) Suggestion box and timely response.

With the help of these guidelines disclosed by NAAC we listed the best practices implemented in our college library.

1. Library & Information Science PG Teaching Department
2. Digital Library ⇒ E- Zone
3. N-LIST
4. M-OPAC
5. OPAC
6. Free Library Service to Senior Citizens
7. BRAIN Activity
8. Institutional Repository
9. Collaboration with ICFAI Institute
10. Library Blog : Kamla Nehru Knowledge and resource center
11. Feedback On Library
12. Feedback On Books
13. MOOC ⇒ Massive Online Open Courseware
14. Wall Magazines
  - Free Digital Material
  - Open Courseware
  - Open Universities
  - Library Science Opportunities
15. Computerized Selective Dissemination of Information SDI Service
16. Current Awareness Service : CAS
17. Journals
18. Reprography
19. Reference Service
20. Library Tour & Visit
21. Best Reader Award
22. M-OPAC Training Program
23. NET-SET Training Center
24. Reading Room
25. Display Screen
26. New Arrivals Display Record Keeping
27. Library Orientation
29. Inter Library Loan Facility
30. Record Keeping

### Conclusion:

Best practices in simple term known as the practice which paves the way for enhancing the existing function and help in effective implementation or use of the process. Some of the practices are well accepted practices experimented in different Library environments in optimizing the use of library services. Use of technology in designing and delivering the information products and services always made good results. Automation of all in-house operations in academic libraries with bar coding, user identity and WEB-OPAC facilities is a best practice in totality of library services. Hence adopting new techniques and tools in imparting user education may be of best practice in extent of use of library services. Hopefully this paper would initiate the best practices in your Academic Library.

### REFERENCES:

- 1) <http://naac.gov.in › index.php>